



**Parks and Community Services
Human Services
505 Market Street Ste A
Kirkland, WA 98033**

Sharon Anderson, Human Services Coordinator
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YEARS COVERED BY THIS APPLICATION PROCESS

Calendar years 2011-2012

APPROXIMATE FUNDING AVAILABLE

An estimated total of \$1 million will be available in general funds for the 2011-2012 biennium.

ANNEXATION –EFFECTIVE JUNE 1, 2011

The City of Kirkland will be officially annexing an additional 33,800 citizens, effective June 1, 2011 (see attached service area map). We will be allocating additional per capita human service funds to help meet the needs of the residents in this new area of the city. We are requesting information from local nonprofits about this service area.

1. Do you currently serve this area; and if so, what services do you provide and how many people do you serve?
2. If you plan to provide services in this area, what is your projection of how many residents will utilize your service, what type of service would be needed?

APPLICATION ASSISTANCE

All applicants are strongly encouraged to contact City of Kirkland staff for assistance with your application or proposal. Agencies proposing new programs must contact City staff prior to submitting an application.

Staff can help you determine if your proposal is eligible for City funding and provide guidance on how to make your application as competitive as possible. Applicants may receive a series of follow-up questions after applications are submitted.

All questions and technical assistance requests should be directed to Sharon Anderson, Human Services Coordinator at 425-587-3322 or by email at sanderson@ci.kirkland.wa.us

APPLICATION FORM

The application submittal process will be conducted through the website www.HSConnect.net. The application and instructions for 2011-2012 funding is expected to begin on March 22, 2010.

APPLICATION REVIEW PROCESS

General Fund: Applications will be reviewed by the Human Services Advisory Committee, a five-member group of citizens appointed by City Council to guide the City's human services policy and funding.

To gain a better understanding of the applications, the Committee conducts informal public hearings. All applicants are invited to attend and will be notified of the hearings in advance.

Following the hearings, the Committee will review applications and present their funding recommendations to Council in December. Funding will be available in January 2011; once the City's general fund budget is finalized in December 2010.

The schedule below describes the anticipated timeline for the application process.

North/East King County Funders' Workshop	March 8, 2010
South King County Funders' Workshop	March 10, 2010
Applications Due	April 29, 2010- 4:30pm
Public hearings with Committee	August/September (dates TBD)
Staff and Committee review	September/October
Agencies notified of Committee recommendations to Council	Late November
Funding recommendations sent to Council	December 2010
Contract negotiations	December 2010/January 2011
Funds available	January 2011

CDBG: Historically, Kirkland, as a pass-through city, has received a portion of CDBG dollars to allocate for capital and human service programs. Due to an Interlocal Operating Agreement effective January 1, 2006, King County is responsible for the RFP process. Funding amounts and priorities have been proposed for each sub-region. For more information, visit <http://www.metrokc.gov/dchs/csd/Housing/Index.htm>.

FUNDING CRITERIA

THE HUMAN SERVICES ADVISORY COMMITTEE REVIEWS APPLICATIONS TO:

- Ensure conformance with the City's Human Service Policy's basic eligibility requirements
- Determine compliance with the City's general fund criteria

If the basic eligibility requirements are satisfied, the application will be reviewed, utilizing a subjective rating system that would measure eligibility requirements against one or more of the following factors:

- Priority will be given to those agencies which provide an appropriate solution to a documented need or identified problem in the community
- Priority will be given to those agencies that promote self-sufficiency and independent living
- Priority will be given to those agencies that provide direct service
- Requests for proposed increases in funding must be based upon compelling and demonstrated need
- Priority will be given to agencies that can meet the City's management and performance standards to ensure appropriate use of City funds
- Priority will be given to agencies that provide services benefiting poverty, low and moderate-income residents
- Agency/Service should be accessible both physically and programmatically

APPLICATION SUBMITTAL INFORMATION

All applications are due by 4:30 p.m. on **Thursday, April 29, 2010**. Late applications will not be accepted.

